



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
HEADQUARTERS, UNITED STATES ARMY AREA III SUPPORT ACTIVITY
UNIT #15716
APO AP 96271-5716

REPLY TO
ATTENTION OF:

IMKO-AC-HR

4 MAY 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Area III Support Activity Policy Memorandum #60, Records Management Contingency Plan

1. Purpose: To prescribe procedures for the withdrawal or destruction of records upon notification of hostilities or emergency conditions.
2. Applicability: These procedures are applicable to all assigned and attached units within Area III Support Activity.
3. References:
 - a. AR 25-400-2, The Army Records Information Management System (ARIMS), 15 November 2004.
 - b. EUSA Suppl 1 to AR 25-400-2, The Army Records Information Management System (ARIMS), 3 October 2003.
 - c. USFK Reg 550-8, Contingency Planning for Response to Disasters Affecting United States Installations and Personnel, 8 January 1990.
4. Definitions:
 - a. Operational Records. These records are required for continued operation in the event of notification of hostilities or emergency conditions. Retain with the command and move to an alternate command site.
 - b. Valuable Records. These records have historical value or significance as an audit trail (for example, finance, claims, programs, plans, legal, historical records, permanent orders, line of duty and files pertaining to Korean National direct hire personnel). Upon notification of hostilities or emergency conditions, these records will be packaged and transferred to the Overseas Command Records Holding Area-Korea (OCRHA-K) located in Pusan.
 - c. Keep (K) Records. Operational records that would be required for continued operation in an emergency situation.
 - d. Transfer (T) Records. Valuable records deemed essential thereby requiring transfer or retirement.


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5. Responsibilities:

- a. Deputy to the Commander. Supervise staff actions.
- b. DPTMS (S3) designates notification of hostilities or emergency conditions.
- c. DHR (S1). In coordination with staff OIC or NCOIC, appoint records coordinators for each staff element. Upon notice of hostilities or emergency conditions, supervise and direct staff records coordinators, in conjunction with DPTMS, to move, transfer or retire operational and/or valuable records.
- d. DOL (S4). Monitors the availability of internal and external supplies and equipment to store and/or transfer the records. Also determines the feasibility of using Wartime Host Nation Support Assets to transport records to OCRHA-K.
- e. Records Manager. Under the supervision and direction of the 8th US Army G-1, ensure "K" records are moved to the Area III Support Activity's alternate site and "T" records are moved to OCRHA-K, as appropriate. To ensure the orderly disposition of files in time of hostilities or emergency conditions, "K" records and "T" records will be filed in separate file drawers.
- f. ROKA Staff Officer. Notifies DPTMS of any emergency conditions received through ROKA and civil affairs channels.

6. Point of contact for this policy memorandum is the Director of Human Resources at 753-6736.



MICHAEL J. TALIENTO, JR
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Commanding

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